

# City of Albuquerque Event Permitting Process



The City of Albuquerque Event Permitting Process has been designed to offer information about activities that affect the right of way or the City's ability to provide emergency services to the public.

An event requires the approval and/or additional permits of City departments before it can take place. It is up to the applicant to conform to the current laws and requirements, and assure that the event has all the necessary permits and remains in compliance throughout the entire event. Failure to comply with the requirements suggested by the City departments can result in a shut down of the event with possible legal ramifications. In certain cases, an *Event Bond* and/or insurance may be included with the *Event Permit* when required by the Community Events Committee.

## **Permit Process:**

- 1. Fill out the application on page 2.**
- 2. Sign the declaration section on page 11.**
- 3. Attach a list of signatures, addresses, and phone numbers of surrounding businesses and/or residents if your event will result in a street closure. (page 11)**
- 4. Attach a sketch of event site or route.**
- 5. Call the Community Events Division at 768-3555 to be scheduled to have your application reviewed at the monthly Community Events Committee Meeting.**
- 6. If you are unable to attend the meeting, you may take the application to each required department for signatures. It is recommended that you call each department prior to submitting a permit application.**
- 7. All applications, when approved by the Community Events Committee (with *Event Bond* and insurance if necessary), must be turned into the Albuquerque Police Department, Chief of Police Office at 400 Roma NW, 5<sup>th</sup> floor or by calling 768-2380 for more information.**
- 8. This application, once completely signed by all that apply to your event, becomes the *Event Permit*.**

**Note:** Additional permits may be needed and a fee(s) including an *Event Bond* may be required. A copy of the application is retained by the Community Events Division to respond to public inquiries. The applicant shall retain the original signed permit at all times on-site during the event.



DATE REVIEWED

# City of Albuquerque Parade & Event Application



CED 3555 Revised 1/5/02

## PART I. EVENT INFORMATION

**Name of Event**

☐ One Day ☐ Multiple Day Event ☐ Consecutive Days ☐ Non Consecutive Days

**Date(s) of Event**

Day (ex. Friday)

Date (M/D/Y)

**Time of Event**

Start (ex. set -up time)

End (ex. take down)

**Location/Route**

*Attach a map for a Route*

**Event Sponsor**

☐ Individual ☐ Organization

**Contact**

*Responsible for conduct  
of activity*

**Phone Number**

Voice

Mobile/Pager

Fax

**Mailing Address**

Street or P.O. Box

City

State

Zip Code

**This event is:**

☐ Public

☐ Private

☐ Outdoor

Approximate number of persons expected to attend \_\_\_\_\_

**Map**

Attach a map of the **event route** for races, parade and/or walks.

**Site Plan**

Draw a **site plan** of the event. (ex. parking, staging, tents, liquid waste, etc.)

**Signatures**

Attach a list of **signatures, addresses, and phone numbers** if the proposed event will affect residents and/or businesses due to the street closure.

## PART II. EVENT CHECK LIST

← Check the box that pertains to your event.

<input type="checkbox"/>	<b>Bike or Foot Race Block Party Parade, Run, or March Usage of streets or sidewalks</b>	Public Works Department	768-2552	Blockage of streets or sidewalks requires a barricading plan. A barricade permit will be issued and a minimal fee required.
<input type="checkbox"/>	<b>Civic Plaza Usage</b>	Community Events Division	768-3555	A rental fee and/ or damage deposit is required in most cases.
<input type="checkbox"/>	<b>Bike Trails</b>	Open Space Division	873-6620	Areas include but are not limited to the Rio Grande Bosque, Elena Gallegos, Montessa Park, and other foothill area trails.
<input type="checkbox"/>	<b>Central/Downtown Usage</b>	Downtown Action Team	243-2230	Closing or blocking portions of Central Ave. requires a letter of approval from the C.O.A Chief Administrative Officer and the Downtown Action Team.
<input type="checkbox"/>	<b>Bonfire/ Fireworks</b>	Albuquerque Fire Department	764-6300	
<input type="checkbox"/>	<b>City Park/ Balloon Fiesta Park Usage</b>	Park Management Department	857-8650	Events at Balloon Fiesta Park, or in public parks require a Park Use Permit obtained from Park Management.
<input type="checkbox"/>	<b>State Highway Usage</b>	State Highway Dept./ Public Works Department	841-2700	Contact the City of Albuquerque traffic engineer for information regarding State owned roadways. Additional permits may be required. State Highway signature is required.
<input type="checkbox"/>	<b>Old Town Area Usage</b>	Park Management/Old Town Merchants	857-8650/ 345-4051	Approval must be obtained before the permit is granted.
<input type="checkbox"/>	<b>Nob Hill Area Usage</b>	Nob Hill Association	256-0402	Approval must be obtained before the permit is granted.
<input type="checkbox"/>	<b>Country Club Area Usage</b>	Hunning Castle Association	843-8780	Only one event is permitted in the Country Club area.
<input type="checkbox"/>	<b>Renaissance Area</b>	Jim Trump Build NM Association	872-1662	Closing or blocking any portion of Alexander Blvd., Renaissance Blvd./Pl., Mercantile Ave., Century Dr., Pacific Rd. or Commerce Dr. requires approval from the North Renaissance Property Association.

### PART III. INFORMATION CHECK LIST

*\*City Department or Division phone numbers and addresses are within permit.*

	This event will include	You may need	Information that should help
<input type="checkbox"/>	<b>Alcohol Dispensing</b>	Special Dispenser's Permit	Applications are available at the Mayor's Office, City Treasury, Fire Marshal's Office and Police Substations. See Substation list on page 10 of this application.
<input type="checkbox"/>	<b>Barricades</b>	Barricade Permit	The applicant must hire a private licensed barricade company when barricades are necessary. Barricading permits can be obtained in the Public Works Office
<input type="checkbox"/>	<b>Dust</b>	Dust Control & Dust Control Permit	When using dirt lot or field a dust permit is required. Call the Environmental Health Department, Air Quality Division, to process permit.
<input type="checkbox"/>	<b>First Aid Station</b>	Emergency Medical Standby Team	See "Ambulance Services" in the telephone directory or contact the City of Albuquerque Fire Department.
<input type="checkbox"/>	<b>Food</b> <input type="checkbox"/> On site preparation	Environmental Health Permit(s)/	The Environmental Health Department issues Temporary Food Event Permits on a walk-in basis. M-F 8am-4pm. Menu submittal is required. The Albuquerque Fire Marshal's Office may require additional information.
<input type="checkbox"/>	<b>Community Event Organizer's Permit</b>	Fire Department	
<input type="checkbox"/>	<b>Temporary Food/Beverage Establishment Permit</b>		
<input type="checkbox"/>	<b>Hot Air Balloon(s)</b>	Liability Insurance	Contact the FAA for flight regulations and the Construction Coordinator with Public Works if on public right of way.
<input type="checkbox"/>	<b>Tethered #</b> _____	& Compliance with FAA regulations.	
<input type="checkbox"/>	<b>Motor Vehicles</b>	Describe the type of vehicles (i.e.	This information is primarily for emergency access purposes.
<input type="checkbox"/>	<b>Moving #</b> _____	18 wheel tractor-trailers, classic	
<input type="checkbox"/>	<b>Stationary #</b> _____	cars, floats, go carts, bicycles, etc.)	
<input type="checkbox"/>	<b>Parking Considerations</b>	Public Parking/ Bagged Meters	Special Parking arrangements should be made with the Parking Division if the event affects meters or a City operated parking facility.
<input type="checkbox"/>	<b>Pyrotechnics</b>	Fire Marshal's approval required.	Contact the Fire Marshal's Office for specific regulations. See Department list.

## INFORMATION CHECK LIST *continued*

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<input type="checkbox"/>	<b>Street Closure</b>	Emergency Access Lane	An Emergency Access Lane 13' wide at any given point is required if a street is closed. Contact the Fire Marshal's Office for specific information.
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<input type="checkbox"/>	<b>Tents</b>	Tent Permit	Tent permits are issued by the Zoning Department and the Fire Marshal's Office.
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<input type="checkbox"/>	<b>Trash</b>	Solid Waste Removal	Private clean up services are available.
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<input type="checkbox"/>	<b>Musical Performance</b>	Noise Permit	Noise Permits are required and issued by the Environmental Health Department for music and/or loud noise that exceeds City Ordinance.
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## PART IV. DEPARTMENT SIGNATURES

*All required signatures, according to your event, must be obtained to become a permit.*

### Public Works Department (505) 924-3400

Plaza del Sol Bldg., 600 Second Street NW; Albuquerque, NM 87103 4 <sup>th</sup> Floor, Room 400	<div style="display: flex; justify-content: space-between;"><div>Construction Coordinator</div><div>Date</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>
Barricade Permit: <input type="checkbox"/> N/A <input type="checkbox"/> Required                      Permit Fee \$ <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>	
Comments: _____ _____ _____	

### Public Transit (505) 764-6184

Suntran, 601 Yale SE Albuquerque, NM 87106	<div style="display: flex; justify-content: space-between;"><div>Suntran Operations Supervisor</div><div>Date</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>
Comments: _____ _____ _____	

### Parking Division (505) 724-3150

Alvarado Transportation Center, 100 1 <sup>st</sup> Street SW Albuquerque, NM 87102 2 <sup>nd</sup> Floor	<div style="display: flex; justify-content: space-between;"><div>Parking Operations Supervisor</div><div>Date</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>
Comments: _____ _____ _____	

### State Highway Department (505) 841-2700

7500 Frontage Road NE Albuquerque, NM 87124	<div style="display: flex; justify-content: space-between;"><div>State Highway Representative</div><div>Date</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>
<b>This portion must be approved and signed by the State Highway Department if the activity will be on Tramway Blvd., Coors, Paseo Del Norte, Interstates, frontage roads and other State owned roads.</b>	
Comments: _____ _____ _____	

## Office of Neighborhood Coordination (505) 924-3914

600 2 <sup>nd</sup> Street NW Albuquerque, NM 87102  Plaza del Sol Building	_____ ONC Representative  _____ Date  <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____ _____ _____	

## \*Neighborhood Association /Other

<b>Contact <i>The Office of Neighborhood Coordination</i> for Neighborhood Associations.</b>	_____ Representative  _____ Date  Name of Association  <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____ _____ _____	
* Attach a flier or letter of notification to the permit.	

## Bike Trails/Open Space (505) 873-6620

3615 Los Pícaros Rd. SE Albuquerque, NM 87105	_____ Open Space Representative  _____ Date  <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____ _____ _____	

## Park Management (505) 857-8650

5501 Pino Ave. NE, Building C Albuquerque, NM 87109	_____ Activities Coordinator  _____ Date  <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____ _____ _____	

**Zoning Enforcement Office****(505) 924-3850**

600 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102  
Plaza del Sol Building

\_\_\_\_\_  
Zoning Inspector Date

☐ Approved ☐ Denied

*Does the zone allow the event?* ☐ Yes ☐ No *Sign Permit* ☐ Yes ☐ No  
*Public Dance Permit* ☐ Yes ☐ No *Tent Permit required* ☐ Yes ☐ No  
*Circus/ Carnival Zone Code* ☐ Yes ☐ No *Special Exception* ☐ Yes ☐ No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Double Eagle Airport****(505) 842-7029**

Albuquerque International Airport  
P.O. Box 9022  
Albuquerque, NM 87119

\_\_\_\_\_  
Double Eagle Director Date

☐ Approved ☐ Denied

*MUST BE APPROVED AND SIGNED BY THE DIRECTOR OF THE DOUBLE EAGLE AIRPORT IF  
THE EVENT WILL BE ON PASEO DE VOLCAN.*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Events Division****(505) 768-3555**

400 Marquette NW  
Albuquerque, NM 87102  
6th floor, Room 605

\_\_\_\_\_  
Community Events Representative Date

☐ Approved ☐ Denied

*Civic Plaza Usage* ☐ Approved ☐ Denied

\_\_\_\_\_  
Civic Plaza Representative Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Marshal's Office****(505) 764-6300**724 Silver SW  
Albuquerque, NM 87102

Fire Marshal's Office \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved ☐ Denied

<i>Emergency Access Lane</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	
<i>Fire Hydrant Access</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	
<i>Special Cooking Arrangements</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	
<i>Fire Extinguisher(s) needed</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type _____
<i>Standby Emergency Team needed</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rescue <input type="checkbox"/> Pumper
<i>Special Considerations</i>	<input type="checkbox"/> Elderly	<input type="checkbox"/> Handicap	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Environmental Health Department (505) 768-2600**400 Marquette NW  
Albuquerque, NM 87102  
3<sup>rd</sup> floor, Room 3023

Environmental Health Representative/Food \_\_\_\_\_ Date \_\_\_\_\_

Environmental Health Representative/Noise \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved ☐ Denied

<i>Special Dispenser's Permit(s)</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	<input type="checkbox"/> Issued	<input type="checkbox"/> Denied
<i>Temporary Food Establishment</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	<input type="checkbox"/> Issued	<input type="checkbox"/> Denied
<i>Noise Permit</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	<input type="checkbox"/> Issued	<input type="checkbox"/> Denied
<i>Dust Control Measures</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required	<input type="checkbox"/> Issued	<input type="checkbox"/> Denied
<i>Liquid Waste</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required		
<i>Grease Containers</i>	<input type="checkbox"/> N/A	<input type="checkbox"/> Required		

*Chemical Toilets* ☐ N/A ☐ RequiredContact #  ADA *Trash Removal* ☐ N/A ☐ RequiredCompany Name  Contact # Number of food/drink vendors/dispensers at this event: Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Albuquerque Police Department

<b>Southeast Area</b> 800 Louisiana SE (505) 256-2050	<b>Northeast Area</b> 8201 Osuna NE (505) 823-4455	<div style="display: flex; justify-content: space-between;"><div>Area Commander, A.P.D.</div><div>Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>
<b>North Valley Area</b> 5408 2 <sup>nd</sup> Street NW (505) 761-8800	<b>Foot Hills Sub Station</b> 12800 Lomas Blvd. NE (505) 332-5240	<b>Westside Area</b> 5404 Los Volcanes NW (505) 831-4705
<div>Comments: _____</div> <div>_____</div> <div>_____</div>		

## Albuquerque Police Department (505) 761-8800

Traffic Commander 5408 2 <sup>nd</sup> Street NW Albuquerque, NM 87105	<div style="display: flex; justify-content: space-between;"><div>Traffic Commander, A.P.D.</div><div>Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>
<div>Comments: _____</div> <div>_____</div> <div>_____</div>	

## Chiefs Overtime (505)768-2380

400 Roma NW Albuquerque, NM 87102 Basement Level	<div style="display: flex; justify-content: space-between;"><div>Chief's Overtime Coordinator</div><div>Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>															
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%;">Officer(s) _____</td><td style="width: 20%;">Cost p/hr \$ _____</td><td style="width: 20%;">Hours _____</td><td style="width: 20%;">= \$ _____</td><td style="width: 40%;"></td></tr><tr><td>Sergeant(s) _____</td><td>Cost p/hr \$ _____</td><td>Hours _____</td><td>= \$ _____</td><td></td></tr><tr><td>Lieutenant(s) _____</td><td>Cost p/hr \$ _____</td><td>Hours _____</td><td>= \$ _____</td><td>Total Cost \$ <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span></td></tr></table> <div style="margin-top: 10px;"><div>Comments: _____</div><div>_____</div><div>_____</div></div>		Officer(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____		Sergeant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____		Lieutenant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____	Total Cost \$ <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>
Officer(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____													
Sergeant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____													
Lieutenant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____	Total Cost \$ <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>												

## Albuquerque Police Department (505) 768-2200

<b>Chief of Police</b> 400 Roma NW Albuquerque, NM 87102 5 <sup>th</sup> Floor	<div style="display: flex; justify-content: space-between;"><div>Chief of Police, A.P.D.</div><div>Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><input type="checkbox"/> Approved</div><div><input type="checkbox"/> Denied</div></div>
<div>Comments: _____</div> <div>_____</div> <div>_____</div>	

## PART V. DECLARATION

I \_\_\_\_\_ do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the Community Events Committee. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by any member of the Community Events Committee, Albuquerque Police Department or Fire Department, if in their opinion, the event becomes a public nuisance, or violations of statutes or ordinances are committed by any participant or any of the recommendations herein referred to as the "EVENT PERMIT" are not met.

Signature of Applicant

Date \_\_\_\_\_

## ☐PART VI. EVENT APPLICATION SIGNATURE REQUIREMENT

*\*This portion must have signatures if businesses or residential traffic is interrupted or blocked.*

We, the undersigned live or do business on the street(s) proposed to be closed and have been informed in regards to the closure.

[illegible]